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# **Using the University of Manchester Library: University of Manchester Pathway**



**This handout is for students on the  
University of Manchester Pathway  
ONLY**

**If you are on another route to  
University, please ask Learning  
Centre staff about using the  
University library**

## Step 1: Go to the University Library

When you go down to the University library, take your INTO Manchester card with you. It is important the first time you go down, that you go before 6pm so there are staff on duty to take your photograph and make you a University card. Once you have that card, you can stay in the library until midnight (term time only)

The University library is on Burlington street on the main University campus. If you are unsure where the University library is– check

**<http://www.library.manchester.ac.uk/locations-and-opening-hours/>**

## Step 2: Borrowing Books

University of Manchester Pathway Students (called Purple Pathway students) are allowed to borrow up to 4 books from the University. **You must have your University of Manchester card to do this– no card, no book!**

## Step 3: Using Online Journals:

### Register with IT Online

Your University of Manchester card allows you to use the University electronic databases **OFF SITE** only (that is from your home when in Manchester or from INTO Manchester but you **CANNOT** use the University of Manchester PCs) - To use these databases, you must register online.

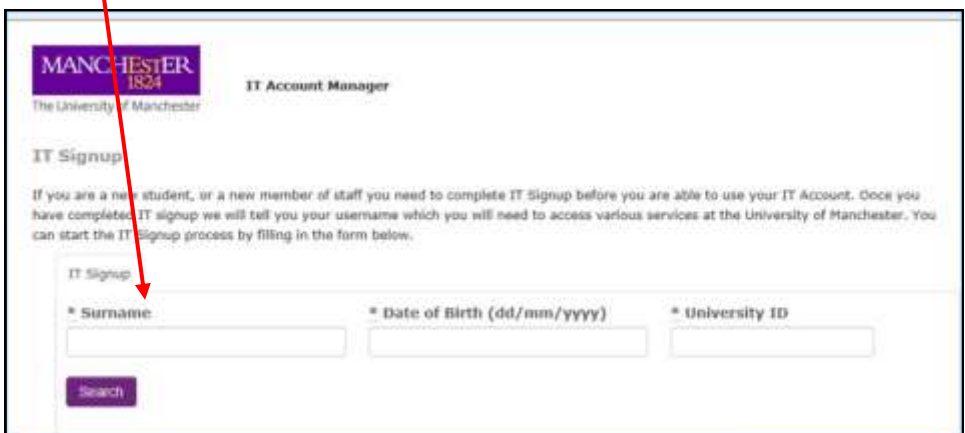
This is in several steps:

- Go to **<https://iam.manchester.ac.uk/activates>** and fill in the form. You need your **SURNAME**, **DATE OF BIRTH** and **University ID** to register. Your **University ID** is on the bottom of your University of Manchester card, and use your surname the way it appears on your University of Manchester card.
  - You are then asked to confirm that you really are this student.
  - You then have to select a password. Read the instructions on the screen carefully as it is VERY complicated. Make sure you set some recovery questions in case you forget your password.

Once you have registered, you will get a new username.

**Note this down carefully- you will need this to use online journals.** This user name will probably begin **into**

With this username and password, you can use a range of the University of Manchester's electronic journals and e-books from offsite (that is, from home). You CANNOT use the computers within the University library.



The screenshot shows the 'IT Account Manager' page for 'The University of Manchester'. The page title is 'IT Account Manager' and the sub-header is 'IT Signup'. Below the header, there is a paragraph of text: 'If you are a new student, or a new member of staff you need to complete IT Signup before you are able to use your IT Account. Once you have completed IT signup we will tell you your username which you will need to access various services at the University of Manchester. You can start the IT Signup process by filling in the form below.' The form itself is titled 'IT Signup' and contains three input fields: '\* Surname', '\* Date of Birth (dd/mm/yyyy)', and '\* University ID'. A purple 'Search' button is located below the 'Surname' field. A red arrow points from the text 'Note this down carefully...' to the 'Surname' input field.

The University library website will give you more information about what is available:

<http://www.library.manchester.ac.uk/searchresources/>

**If you are struggling you can get some help from staff at the Customer Services Desk who are on duty until 8pm on weekdays and until 5pm at the weekend.**

**Outside of these hours the library is staffed by security personnel who, unfortunately, won't be able help with this.** INTO students on the University of Manchester Pathway are allowed:

- to borrow 4 books
- to use the library during examination periods
- IT access (**OFF SITE only**)
- use of photocopiers in the library (note: there is a charge for this. You use your library ID card to top up your copying account and also to use the copiers)

INTO students on the University of Manchester Pathway are **NOT** allowed:

- to use University of Manchester computers
- access to Wi-Fi

**Please note** : INTO students do **NOT** have access to the Learning Commons

**Don't forget, student may also use the public library in Manchester. Please ask Learning Centre staff if you are interested.**